

**TRAVEL INFORMATION FOR SPECIAL
EMPLOYMENT
PROGRAM EMPLOYEES
Sher Robinson (505)-665-8529**

SHORT TERM TRAVEL POLICY

This policy applies to all GRA, UGS, HBCU, Science and Technology Alliance and MIT Intern employees. Reimbursement is made on trips from school to Los Alamos and return. Only one trip to Los Alamos is allowed per appointment. Reimbursement is limited to the employee only.

The majority of the following is policy as stated in the Los Alamos National Laboratory Administrative Manual (section 800, subject 815, September 6, 1994; section 800.1, Travel Reimbursement Rates table, March 1989). The following reimbursement guidelines have been provided by the Travel Provider Services Team. Additional information been added to further explain selected items. **Please read all items carefully.**

TRAVEL ARRANGEMENTS

You should make your own arrangements and you will be reimbursed upon arrival in Los Alamos. For reimbursement information, refer to pages 2 and 3. **Please note: BUS-1, Travel Provider Services, will determine your reimbursement based on the information provided in your offer letter. Your origin and destination are also specified in your letter. Any deviations from your letter are not reimbursable by the Laboratory.**

If you choose to travel by air, please make reservations for a flight to the Albuquerque airport. Travel arrangements should be made with a local travel agent or directly with the airline. Flights should originate at the closest airport to the city specified in the letter of offer. Tickets should not include any stops or layovers. Connecting flights are allowable as long as there is no change in the fare. Your fare should be based on the lowest commercial fare available. First class tickets are not reimbursable.

For travel from Albuquerque to Los Alamos, you may take Mesa Airlines, arrange for a rental car or take Shuttlejack to Santa Fe.

If you choose to take Mesa Airlines from Albuquerque to Los Alamos, you can make arrangements at the time your flight to Albuquerque is arranged. Flight duration to Los Alamos is approximately 30 minutes. **See reimbursement information on page 2.**

Los Alamos has no public taxi service. The Laboratory taxi (Johnson Controls) can take you to one official destination:

your hotel or the Laboratory during normal working hours (8 am to 5 pm, Monday through Friday). Johnson Controls taxi cannot take you to your residence. Through your hiring organization, you can arrange to have a taxi available at the airport when you arrive. Public bus transportation in Los Alamos is very limited and does not have an airport bus stop.

If you prefer to drive from Albuquerque to Los Alamos, you can travel by rental car. As of the date of this publication, the Laboratory has a contract with Budget Rent-a-car; therefore we prefer you rent a car through Budget. To reserve a car, call either your local Budget office or Los Alamos Budget Rent-a Car at (505)662-4226. **PLEASE** request the Los Alamos National Laboratory rate for your rental car using contract number **WA15**. **By using the Laboratory contract, you are not required to accept any insurance offered by Budget. NOTE: A credit card is required to reserve a car and you must be 21 years of age.**

If you choose to travel by Shuttlejack, contact Shuttlejack at 505-982-4311. Shuttlejack provides transportation to Santa Fe only. You will need to make arrangements for transportation from Santa Fe to Los Alamos.

If you are unable to make your own arrangements due to cost constraints, please contact your organization to make arrangements for you through the Laboratory.

TRANSPORTATION EN ROUTE

Reimbursement is made for travel expenses incurred by the **employee only** by the most direct route between authorized points.

If the employee chooses to travel from a point other than that established in the employment agreement, reimbursement is made for the actual expenses, not to exceed what would have been reimbursed had the travel been performed in accordance with the agreement.

COMMERCIAL TRANSPORTATION: Reimbursement is made for the least expensive commercial airfare, not to exceed coach class.. Travelers are not reimbursed for airfares in excess of the amount actually paid, even if a special fare was obtained. **EXAMPLE:** If frequent flier miles are used to travel to Los Alamos, cost of an equivalent ticket does not apply as no cost was incurred for the ticket. If any fare includes indirect routing, Travel (BUS-1) determines the portion of the airfare that is applicable to the official routing. **ORIGINAL RECEIPTS ARE REQUIRED** (even if tickets are issued by the Laboratory.) Itineraries are not sufficient. The passenger coupon must be submitted. If a round trip ticket is purchased, a copy may be provided for reimbursement of the incoming portion of travel, however, the original must be submitted following completion of the assignment for full reimbursement. The Laboratory does not reimburse penalties charged because of cancellation of

penalty fare tickets. Travel by air from a foreign country must be on an American Flag Carrier.

NOTE: Tickets issued by the Laboratory are considered a cash advance and you must file an expense report before these tickets are processed from your travel account. Failure to submit an expense report will cause your account to be delinquent and can affect your ability to be issued a ticket for your return at the end of your assignment.

NOTE: Tickets purchased outside of the laboratory for return to your point of hire will be reimbursed at the lowest available Laboratory fare. A fare quote should be obtained from the Laboratory Reservations Team prior to departure.

CHARTER AIRCRAFT: The laboratory does not reimburse costs incurred for chartering aircraft.

PRIVATE VEHICLE: A private vehicle is an automobile owned by the employee or near relative such as the traveler's spouse, parents, siblings, children and adoptive relatives, step-relatives or relatives-in-law in any of these relationships. The Laboratory does not reimburse the cost of driving or transporting motorcycles.

REIMBURSEMENT: Reimbursement is made for driving 1 automobile. Such reimbursement is computed at the current rate per mile between authorized points, based on the Rand McNally Standard Highway Mileage Guide, not odometer readings.

This rate includes all transportation costs and any expenses incurred in operating the vehicle, such as gasoline, oil, tire repairs, towing charges, repairs, damages and garage costs.

Automobile parking fees and ferry, bridge, tunnel and road tolls will be reimbursed in addition to the mileage allowance.

NOTE: Reimbursement is based on the vehicle, not the number of passengers. Passengers in a private auto are reimbursed for en route travel time only.

RENTAL CAR: If a rental car is used from the Albuquerque Airport to Los Alamos, the maximum reimbursement is for one day. Additional days in Los Alamos are not reimbursable If a rental car is used for travel from the point of hire as stated in the employment offer, the reimbursement will be based on the actual cost of the rental car or airfare, **whichever is less.** Any charges for insurance on the rental car cannot be reimbursed. By using the Laboratory contract with Budget, you will not need to use the insurance offered.

PAYMENTS TO UNLICENSED OPERATORS

Payments made to individuals not licensed to operate air or ground transportation are not reimbursable.

SUBSISTENCE ALLOWANCE EN ROUTE

A subsistence allowance, as shown in AM 800.1 Travel Reimbursement Rates, is paid while the employee is in official travel status. This rate is currently \$40.00 per day. Subsistence includes *meals, lodging, tips and laundry and/or valet services.* **Actual hotel costs are not reimbursed.**

An employee traveling by private automobile is reimbursed for the actual time in transit or on the basis of 400 miles per day *whichever is less.* **NOTE: Because Los Alamos is your duty station, once you arrive, travel is complete and no reimbursement can be made for lodging in Los Alamos**

SHIPPING

Shipping up to 100 pounds of personal effects (by UPS or Postal Service only) will be reimbursed with receipts showing **weight and cost.** Expenses for shipment of household goods by U-haul, Ryder or other commercial carriers is not reimbursable.

REIMBURSEMENT PROCEDURE

INCOMING TRAVEL: When you report to work, a Short Term Travel Expense Worksheet will be given to you by the HR-Staffing group. **This form must be completed before submitting it to the Travel office for reimbursement.** **Cost code, program code (in some organizations, a cost account and work package) are required for your claim to be processed. Claims submitted without a valid cost code, program code etc., cannot be processed.** Instructions are provided on the back of the expense worksheet. Claims are processed in the order they are received, so bringing the form to Travel in person may not expedite your reimbursement. In most cases, reimbursement for incoming travel will be completed within 7 working days after the form is received by Travel, and a check will be sent to your mail stop. If needed, reimbursement can be given for purchase of a round trip ticket upon arrival, however, you must still file an expense report after completing your assignment.

A copy of your offer letter is required to authorize reimbursement of expenses. Please attach a copy to your expense report. Expense reports submitted without authorizations attached will be returned to the traveler. Please be sure that all information is complete on the form including your itinerary and license plate/state. Incomplete information will result in a delay processing your expense report.

RETURN TRAVEL: Reimbursement for return travel cannot be processed before you leave the Laboratory at the end of your assignment.

A form must be taken with you and filled out with the actual itinerary at the completion of your trip. This includes trips in which reimbursement for a round trip ticket was given upon arrival.

A return address is necessary for Travel to mail your check to you. If there is no return address on the expense report, your check will be sent to your organization's mail stop. In most cases, reimbursement will be completed within 7 working days after the form is received by Travel (not including mail time). Faxing your expense report may not expedite your reimbursement. The original must still be mailed. *It is also important that you verify the accounting codes (cost code, program code etc.) with your organization prior to your departure. Invalid codes may delay the processing of your reimbursement. Expense reports submitted without codes cannot be processed. It is the responsibility of the traveler to provide codes.*

NOTE: If your return is to a different location than your departure, you must notify the HR-Staffing group. If Travel has not received notification from the HR-Staffing office, reimbursement will not exceed what would have been incurred if the travel was to the point specified in the offer letter

ADDITIONAL TRIPS

If you return to Los Alamos at any time other than your designated appointment, approval by the Travel Provider Services Team Leader is required. *Please note that Los Alamos is your duty station and reimbursement is based on the same policy as your regular appointment as stated in this packet. The Laboratory cannot reimburse for any expenses incurred in Los Alamos such as rental car and lodging or per diem.*

For any additional information, please call Sher Robinson in BUS-1 at (505) 665-8529.

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